

Washington State Developmental Disabilities Council
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January 16, 2014

The following constitute the answers to questions pertaining to the **RFP No. 13-47390-004, Community Inclusion Brokerage**. The period for asking questions about the RFP ended at the close of business on January 15, 2014.

1. According to the RFP document, a statewide survey assessing the level of community inclusion of individuals with DD has already been conducted. Does the DDC expect the successful bidder to use the same survey tool when assessing and reporting the items outlined in the Scope of Work or is the bidder expected to develop their own survey instruments?

Answer: The bidder is expected to propose methods for evaluating outcomes. The survey tool referenced in the RFP on page 3 is a broad survey of National Core Indicators for DD systems that includes questions about isolation and loneliness.

2. Would the bidder have access to survey data, including contact information for the individuals who have been surveyed? Is every individual/family who has participated in the survey being targeted for this RFP and is the focus of the RFP more localized or throughout the state?

Answer: Although the results of the survey are available, contact information about the participants may not be shared. The target population for this project is individuals with developmental disabilities throughout the State and not limited to survey participants.

3. The RFP defines expected “cultural change,” which typically takes consistent and varied practices supporting the effort over a prolonged period of time. Given the amount of money available in this RFP and the potential term of the contract being as short as one year (with possible extensions), what kind of indicators are being sought that will define desired “cultural change?” Has the current cultural climate been assessed as a part of aforementioned statewide survey?

Answer: The bidder is expected to propose methods for evaluating outcomes including reasonable measures for cultural change. The DDC will work with the successful bidder to incorporate indicators of cultural change into future practice once the project is completed. Other than a review of the research in

the area of isolation and loneliness, the DDC has not separately assessed the cultural climate.

4. Is there a mechanism in place for agencies to direct project ideas to the successful bidder? If so, can this be described? Specifically, what will the DDC's role be in funneling project ideas to the successful bidder?

Answer: The bidder is expected to propose methods and procedures to identify projects. The DDC's role will be to consult with the bidder about projects that will result in relationships between people with developmental disabilities and their families with other people in their communities. The DDC will not funnel or direct projects to be addressed by the bidder.

5. The RFP document cover sheet states that the estimated time period for contract is April 2014-March 2015 and then stipulates that the contract can be extended. In other areas of the solicitation, there are clear references to the contract being multi-year. Based on the "Project Schedule" expectation on page 13, it appears that the proposal reflects an approach that assumes the work will be done over a 3-year time period. Given the desired "cultural change," the number of years makes a significant difference. Can this be confirmed?

Answer: Depending upon appropriation of adequate funds, the DDC intends to conduct this project over a period of three years. After year one, the project may be extended to the contractor for an additional two years depending upon their performance.

6. Has the DDC already identified any experts in the field whom they would want the successful bidder to utilize as subcontractors or would it be entirely up to the discretion of the successful bidder whom to use in this capacity? We ask this based on our experience with another Technical Assistance contract where we are expected to subcontract with individuals previously identified by the Department.

Answer: No, the DDC has not identified any experts for the bidder to use as subcontractors. The bidder is expected to identify subcontractors who will be assigned to the project and indicate their particular skills, education, or experience related to the project.

7. What is the DDC's vision on the allocation ratio of funds for consultation/technical assistance to community building/cultural change?

Answer: In the Cost Proposal, the bidder specifies how funds will be allocated to provide the services necessary to accomplish the objectives of the contract and the amount to be distributed as resources for community inclusion activities. Ten points of the total scoring for the Cost Proposal section are awarded based upon the amount of funds to be distributed as resources for community inclusion activities conducted by other organizations.

8. Community partnership projects are a key component to the scope of work described. Are there existing Community Inclusion projects being targeted for TA and consultation for this contract, or are the expectations rather for the successful applicant to create or design new programs that foster and document Community Inclusion, or some combination of both approaches?

Answer: Although there is a board range of approaches to community inclusion and various activities currently being conducted by DD organizations in the State to promote inclusion, the DDC is not targeting any one approach or activity in this RFP. The DDC expects the bidder to identify and report how they will they would address the scope of work on page 3 of the RFP.

9. The Purpose and Background section relays some examples of Community Inclusion in very localized and individualized terms such as fostering civic pride, addressing a local social problem, and enhancing or beautifying neighborhoods. Is the larger objective in nurturing these localized projects to support the creation of larger statewide systems for Inclusion from these smaller, successful local pilot projects?

Answer: Yes, the DDC is responsible for systems change. Given the range of approaches and activities currently being conducted throughout the State, the DDC expects to discover as a result of this project "best practice" in nurturing and promoting the building of relationships among people with developmental disabilities, their families, and members of their community who share common interests. What is learned from this project may be appropriate for changes in public policy and funding.

10. On page 16 of the RFP, the scoring points for the Management Proposal equal 15 points. The total for this section indicates 25 points. How is the remainder of points awarded?

Answer: The remainder of the scoring in the Management Section is distributed across other areas of that section such as 3.3 – B and C described on pages 13 and 14 of the RFP.

11. Will there be only one successful bidder or does the DDC intent to contract with more than one organization?

Answer: The DDC will contract with only one organization the successful bidder.